

# *Mason County Jail Orientation*

Volunteers / Contractors / Vendors / Other Staff

- Prison Rape Elimination Act
  - Inmate Manipulation
- General Safety & Policies

# *Correction Division's Mission Statement*



*Together; maintain custody, security, and control in a safe, efficient, and constitutional manner*

# ***Prison Rape Elimination Act P.R.E.A.***

Federal law that went into effect September of 2003, prohibiting sexual misconduct in correctional facilities (prisons, jails, lock-ups, juvenile & federal facilities)

Sexual misconduct:

- Offender-on-offender sexual assault and abuse
- Staff-on-offender sexual misconduct (sexual/inappropriate relationships with offenders)
- Offender-on-offender and staff-on-offender sexual harassment

# P.R.E.A.

Supports the elimination, reduction, and prevention of sexual assault, rape, and misconduct within corrections systems

Mandates national data collection efforts

Creates a national commission to develop standards and accountability measures

# Definitions of Sexual Assault & Rape

Carnal knowledge, oral sodomy, sexual assault with an object, or sexual fondling of a person

- I. Forcibly or against that person's will
- II. Not forcibly or against the person's will, where the victim is incapable of giving consent because of their youth, temporary or permanent mental or physical incapacity
- III. Achieved through the exploitation of the fear or threat of physical violence or bodily injury

# Zero Tolerance

Establishment of a zero-tolerance standard for any incidence of inmate sexual assault and rape

Development/implementation of standards for the detection, prevention, and punishments of prison rape

Increased accountability of corrections officials who fail to detect, prevent, reduce, and punish incidents of prison rape

Protection of 8<sup>th</sup> Amendment rights of all Inmates (cruel and unusual punishment)

-The MCSO maintains zero tolerance policy toward the sexual mistreatment of Inmates in its custody

# Consent

Due to a balance of power that employees & staff have over those that are supervised/incarcerated, consent is not recognized between them

Consent between fellow Inmates may not be a criminal law violation, but violates rules of conduct that the institution has for Inmates.

# Balance of Power

- Due to the lack of power and control, Inmates will often engage in sexual contact and intercourse with staff because:
  - Staff will target them less
  - Staff will be more lenient with discipline
  - Staff will provide other favors

DUE TO THE IMBALANCE OF POWER – INMATES ARE ALWAYS THE VICTIM

- Inmates engage in sexual intercourse and contact with each other:
  - Assert dominance & maintain control over weaker Inmates
  - Gain favors

# Revised Code of Washington

## - STATE LAW -

RCW's

9A.44.160 Sexual Misconduct 1<sup>st</sup> Degree

- Class C felony
- Involves Sexual Intercourse

9A.44.170 Sexual Misconduct 2<sup>nd</sup> Degree

- Gross Misdemeanor
- Involves Sexual Contact

\*Consent of the victim is NOT an acceptable defense

# REPORTING

By law you are mandated to report.

Document any & all instances where you witness or gain knowledge of a PREA violation

Promptly report the event, or knowledge of event to the on-duty supervisor

The MCSO will investigate the matter and justly hold perpetrators accountable

# Other Ways to Report

## PREA Hotline

- CALL (800-586-9431)
- TEXT (844-242-1201)

## Mail

PREA

P.O. Box 41131

Olympia, WA 98504-1131

<https://youtu.be/ag-vbx5Mg>

<https://youtu.be/B4g0skGCmqQ>

# *Inmate Manipulation*

## Definition

Manipulate – To control or influence cleverly, unfairly, or unscrupulously

Synonyms- Exploit / Control / Influence / Maneuver / Orchestrate

- ❖ No matter your levels of experience, everyone is subject to being manipulated by an Inmate at any time
- ❖ Our intent is to educate on how to identify and stop Inmate Manipulation

**Many Inmates instinctively know how to manipulate people and staff to gain what they desire**

**- Manipulation has become a lifestyle, challenge, and for some a way to “get over on the man”**

# *Inmate Characteristics*

- ✓ *Irresponsible*
- ✓ *Immature*
- ✓ *Little/no regard for others*
- ✓ *Self Centered*
- ✓ *Feel little or no guilt*
- ✓ *Compulsive lying*
- ✓ *Little/NO work ethic*
- ✓ *Adept to escaping consequences of their own behavior*
- ✓ *Perceives kindness from others as weakness*
- ✓ *Staff & Supervisors = exploitation*
- ✓ *Perceives self as victim of the "system"*
- ✓ *To meet their own needs, they prey on others*
- ✓ *Can present a positive manner when it involves a need or want*
- ✓ *Strong drive for immediate gratification*

# *Characteristics of People Easily Manipulated*

- ✓ *Low Self-Esteem*
- ✓ *Unhappy in Personal Life*
- ✓ *Gullible*
- ✓ *Trusting*
- ✓ *Timid*
- ✓ *Uncertain of Setting/Task/Job*
- ✓ *New in Job*
- ✓ *Lack of Peer Support*
- ✓ *Lack of Professionalism*
- ✓ *Overly Familiar*
- ✓ *Inconsistency with discipline “hard to soft” – vise versa*
- ✓ *Complacency*

# Warning Signs of Manipulation

## - "How do I know?" -

- Inmate(s) engage in long conversations with staff about likes, dislikes, and personal matters
- Offer of favors, do extra work, are excessively nice
- Asking for unauthorized items
- Not accepting "NO"
- Defy orders/instructions
- Consistently violates rules
- Pit staff against each other
- Instill fear
- Push staffs limits of patience

# How Inmates Set You Up

- Observe body movements for nervousness, ease, manner of dress
- Listen for personal info – phone calls, conversations, personal data, and history
- Observe how you respond to violations of rules
- Uplifting your ego / Creating & using empathy / Attempt to utilize similarities
- Relying on an Inmate to make job easier – “indispensable Inmate”
- Pleas for help / Urging for personal sympathy on their behalf
- Divide and conquer staff / Creating rumors
- Offering protection
- Touching – see how you respond/react

# What Does the Offender Want?

-A “Lever” to Obtain:

Power & Control

Special Privileges

Sex

Drugs / Intoxicants

Contraband

“FUN”

- Don't be afraid to say, "NO"
- Maintain assertiveness
- Confront questionable behavior & take action
- Maintain professional boundaries
- Set clear expectations
- FIRM FAIR CONSISTENT
- Familiarize with policies and procedures your are expected to enforce
- Be aware of your verbal & non verbal messages you portray
- Maintain open communication with coworkers and staff
- Document & report all incidents
- Maintain dedication, commitment, integrity

BE IN CONTROL / KNOW LIMITATIONS

# **! REMEMBER !**

- **NEVER FORGET – YOU ARE DEALING WITH INMATES**
- **PROVIDING FAVORS & SPECIAL REQUESTS ARE STRICTLY PROHIBITED**
- **DOCUMENTATION IS KEY – MAINTAIN COMMUNICATION AMONGST STAFF**
- **COMPLACENCY IS AND CAN BE DANGEROUS**

# ! Safety !

- **Contact Deputies for any observed rule violations**
- **Never turn your back, have a way out**
- **DO NOT BRING IN CONTRABAND, if you observe or hear of a inmate(s) possessing contraband report it immediately**
- **Mandatory Reporting – Crimes & Safety Violations**
- **Emergency Procedures – Be prepared in case of:**
  - **Fire**
  - **Power Outage**
  - **Natural Disaster**

# Policy 318-PREA Training

- 318.3 Member Training
  - All staff, volunteers, and contractors who may have contact with inmates shall receive office-approved training on the prevention and detection of sexual abuse and sexual harassment within this facility...The Training Supervisor shall be responsible for developing and administering this covering at a minimum (28 CFR 115.31; 28 CFR 115.32);
    - The zero-tolerance policy for sexual abuse and sexual harassment and how to report such incidents
    - The dynamics of sexual abuse and sexual harassment in confinement
    - The common reactions of sexual abuse and sexual harassment victims
    - Prevention and intervention techniques to avoid sexual abuse and sexual harassment in the jail
    - Procedures for the investigation of a report of sexual abuse and/or sexual harassment
    - Individual responsibilities under sexual abuse and sexual harassment prevention, detection, reporting, and response policies and procedures
    - An individual's right to be free from sexual abuse and sexual harassment
    - The right of inmates to be free from retaliation for reporting sexual abuse and sexual harassment
    - How to detect and respond to signs of threatened and actual sexual abuse
    - How to communicate effectively and professionally with inmates, including lesbian, gay bisexual, transgender, intersex, or gender non-conforming inmates
    - How to avoid inappropriate relationships with inmates
      - Staff should receive additional training on security measures and the separation of male and female populations
      - Training should include written testing to validate knowledge and understanding of the material
      - Annual refresher training

# Policy 322 – Volunteer Program

- 322.1 Purpose and Scope
  - It is the policy of this department to use qualified volunteers to assist in the daily operation through their contribution of the inmates and the families of inmates, and to serve as a link between the facility and the community. Volunteers are intended to supplement and support, rather than supplant corrections officers and other personnel. Volunteers can be an important part of any organization and are proven to be a valuable asset to corrections institutions.
- 322.1.1 – Definition of Volunteer
  - An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, inmate reentry programs personnel and persons providing administrative support.
- 322.2.3 – Screening
  - All prospective volunteers should complete the volunteer application form. The program coordinator or the authorized designee should conduct a face-to-face interview with an applicant under consideration.
  - A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:
    - a) Traffic and criminal background check; fingerprints shall be obtained from applicants and processed through the Criminal Information Index
    - b) Employment
    - c) References

# Policy 322- continued

- 322.2.4 Selection and Placement
  - Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department, normally the program coordinator. No volunteer should begin an assignment until he/she has been officially accepted for the position. Each volunteer should complete required enrollment paperwork and will receive a copy of his/her position description and agreement of service with the Office.

Volunteers should be placed only in assignments or programs consistent with their knowledge, skills, abilities, and needs of the facility. CRITERIA:

- 21 years of age
- No outstanding warrants or protective orders
- No felony convictions within the last three years
- No alcohol or drug related misdemeanor convictions within the last year
- No drug use within the last year
- No incarceration history within the last 2 years
- Volunteers may be temporarily suspended from program participation if a family member is in custody
- Must remain active within the last 6 months
- No personal involvement with inmates
- Must complete applications fully, omission of information may result in denial

# Policy 322- continued

- 322.2.5 Training
  - The program coordinator or the authorized designee shall be responsible for developing and maintaining training curriculum and any related forms specific to volunteer assignments. The program coordinator or the authorized designee shall be responsible for ensuring that volunteers are provided with an orientation program to acquaint them with the Department, personnel, and policies and procedures that have a direct impact on their work assignment. The training/orientation will include but not be limited to , the following topics:
    - Department and Corrections policies and procedures
    - Rules related to contraband in the facility
    - Prohibition on carrying weapons in the facility
    - Volunteer/offender relationship and general rules of conduct
    - Safety and emergency information
    - An overview and history of the Office
    - Prison Rape Elimination Act
    - Criminal Justice Information Security
      - \*Training should reinforce to volunteers they may not intentionally represent themselves as, or by omission infer, they are corrections deputies or other employees of the Department. They shall always represent themselves as volunteers.
      - \*All volunteers shall comply with the rules of conduct and with orders and directives, either oral or written, issued by the Department.

# Policy 322 - continued

- 322.2.6 Fitness for Duty
  - No volunteer shall report to work or be on-duty when his/her mental or physical condition has been impaired by alcohol, medication, or other substances, or when the volunteer is experiencing illness or injury
  - Volunteers shall report:
    - a. Drivers license status, if driving is part of the duties of the assignment
    - b. Any medical condition might impair the volunteer's ability to perform the duties of the position
    - c. Arrests
    - d. Criminal Investigations
    - e. The detention of family members, work associates or immediate friends
- 322.2.7 Dress Code
  - As representatives of the Department, volunteers should present a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.
  - Volunteers shall conform to department-approved dress in accordance with their duty assignment
  - Volunteers shall be required to return any issues uniform or department property at the termination of service
- 322.3 Supervision of Volunteers
  - Each volunteer who is accepted to a position with the Department and assigned to the Jail must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for the volunteer and should be available to the volunteer for consultation and assistance.
  - Keep in mind while supervising volunteers:
    - a) Take the time to introduce volunteers to employees on all levels
    - b) Ensure volunteers have work space and necessary office supplies
    - c) Make sure the work is challenging. Do not hesitate to give them an assignment or task tapping these valuable resources

# Policy 322 - continued

- 322.5 Confidentiality

With appropriate security clearance, volunteers may have access to confidential information, such as criminal histories or investigative files. Unless otherwise directed by a supervisor or office policy, information shall be considered confidential. Only information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know, as determined by department policy and supervisory personnel

Each volunteer will be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge information concerning the activities of the Department, or maintain they represent the Department in such matters without permission from the proper department personnel

- 322.6 Property and Equipment

Volunteers will be issued an identification card which must be worn at all times while on-duty

Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service

# Policy 322 - continued

- 322.7 Disciplinary Procedures/Termination

A volunteer may be removed from the volunteer program at the discretion of the Sheriff, Jail Chief Deputy, or the program coordinator. Volunteers shall have no property interests in their continued appointment

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision

- 322.7.1 Exit Interviews

Exit interviews, when practicable, should be conducted with volunteers who are leaving their positions. The interview should attempt to ascertain the reason for leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility on the possibility of involvement in some other capacity with the Department

- 322.8 Evaluation

An evaluation of the overall volunteer program will be conducted on an annual basis by the program coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum satisfaction on the part of volunteers

- 322.9 Volunteer Registration

All volunteers shall be registered with the Department for insurance purposes, and each volunteer shall be issued an ID card. The facility shall maintain an identification record for each volunteer that include a photo, home address, current phone numbers, background certification, training/orientation certifications, and list of special skills, languages spoken or volunteer specialty

# Policy 328 – Support Personnel Training

- 328.1 Purpose & Scope

The Department has developed a training program for professional support and contractor personnel, whether full- or part-time, to increase competency in their assigned tasks and to help ensure that all support personnel understand the issues that are unique to their position as it relates to this facility. This policy establishes minimum training guidelines for those employees and contractors.

- 328.2 Training Supervisor Responsibilities

The Training Supervisor is responsible for coordinating training and will ensure that the training and orientation given to each general service or contract employee is properly documented and placed in the worker's training file. At a minimum the record should contain the name of the individual, the assignment, the date the orientation was presented, the orientation outline indicating the subject material and the name of the instructor. To the extent applicable, copies of tests, and passing scores should also be included as part of the record.

- 328.3 Part-time Personnel

General service personnel working part-time shall receive formal orientation and training commensurate with the scope of their work assignments, as determined by the Jail Chief Deputy, before assignment to duties within the facility. At a minimum the orientation should cover institutional rules, security, and operational issues. General Service and contract personnel who fail to successfully complete all required training shall not be permitted to work in the secure portions of the facility.

## 328 - continued

- 328.4 Personnel with Minimal Inmate Contact

New professional support and contractor personnel who have minimal inmate contact should receive a minimum of 16 hours of training during the first year of employment.

Minimal inmate contact is defined as tasks that do not involve the supervision of inmates, inmate discipline, or specific tasks that involve custody and control of inmates. Training topics shall include, but not be limited to:

- Custody policies and procedures
- Emergency response procedures
- Job Specific training
- Washington State Criminal Justice Training Commission (WSCJTC) Support Services Academy (subject to course offerings and available funding)

- 328.5 Personnel with Regular Inmate Contact

All new professional and support employees, including contractors, who have regular or daily inmate contact, shall receive training during the first year of employment prior to being independently assigned to a particular job function.

Regular inmate contact is defined as tasks that involve the direct supervision of services to inmates (e.g. custody assistants, vocational supervisors, teachers, food service, commissary, chaplain) but that does not involve the custodial supervision of inmates involving discipline and control. Training topics shall include, but not be limited to, the following:

- ❖ Security procedures & regulations
- ❖ Planning
- ❖ Development & implementation of treatment & recreation programs
- ❖ Supervision of Inmates
- ❖ Signs of suicide risk / suicide precautions
- ❖ Use of force regulations and tactics
- ❖ Report writing
- ❖ Inmate rules & regulations
- ❖ Key control
- ❖ Rights & responsibilities of inmates
- ❖ Safety procedures
- ❖ All emergency plans & procedures
- ❖ Interpersonal relations
- ❖ Social/cultural lifestyles of the inmate population
- ❖ Cultural diversity for understanding staff & inmates
- ❖ Communication skills
- ❖ Cardiopulmonary resuscitation (CPR/first aid)
- ❖ Universal precautions for the prevention of disease
- ❖ Counseling techniques
- ❖ Interaction of the elements of the criminal justice system
- ❖ Sexual harassment/sexual misconduct awareness

## 328 - Continued

- 328.6 Testing

All training delivered to support personnel should include testing to document that the employee understands the subject material presented

# Policy 400 Facility Emergencies

- 400.4 Lockdown

Upon Detecting any significant incident that threatens the security of the facility, such as a riot or hostage situation, staff shall immediately notify the Control Room and the Shift Supervisor. The Shift Supervisor, or in his/her absence the Officer in Charge (OIC), may determine whether to order a partial or full lockdown of the facility and shall notify the Jail Chief Deputy as soon as practicable.

If a lockdown is ordered, all inmates will be directed back to their housing units/cells. All inmates in transit within the facility will either be escorted back to their housing units/cells or to another secure location (holding cell). The Shift Supervisor should instruct any staff not directly involved in the lockdown to escort any visitors and non-essential contractors out of the facility

A headcount shall be immediately conducted for all inmates, visitors, contractors, and staff. The Shift Supervisor shall direct an Immediate Search of the facility and notify the Jail Chief Deputy of the situation as soon as practicable

Lockdown is not to be used as a form of punishment. It may only be used to ensure order

- 400.4.1 Communication

If deemed necessary, the Shift Supervisor may request that the telephone company cut, reroute or diver telephone lines for the purpose of preventing telephone communication between the inmates and any person other than a peace officer or a person authorized by the Shift Supervisor (RCW 70.85.110 & 70.85.100)

- 400.4.2 Communication

If deemed necessary, the Shift Supervisor may order the Control Room Operator to turn off the telephones in the line cells, library, recreation, and booking areas, for the purpose of preventing telephone communication between the inmates and any person other than a peace officer or a person authorized by the Shift Supervisor

# Policy 400 - continued

- 400.5 Hunger Strike

Upon being made aware that one or more inmates is engaging in a hunger strike, the staff will notify the Shift Supervisor, who will notify the Jail Chief Deputy. The Jail Chief Deputy should evaluate the basis for the strike and seek an appropriate resolution

Should the Jail Chief Deputy be unable to resolve the grievance leading to the strike, the Jail Chief Deputy, will notify the Sheriff and provide updates on the status of the hunger strike

- 400.5.1 Notification of Qualified Health Care Professionals

The Jail Chief Deputy or the authorized designee should notify the Responsible Physician to review, coordinate and document any medical actions taken, based upon protocols and/or at the directions of qualified health care professionals, in response to a hunger strike

Qualified health care professionals should monitor the health of the inmates involved in the hunger strike and make recommendations to the Jail Chief Deputy or the supervisory staff responsible for oversight of the incident

If an inmate is engaging in a hunger strike due to a mental condition, the appropriate medical protocols for the mental illness will be followed

- 400.5.2 Response to Hunger Strikes

Beginning at the line staff level, a resolution to grievances should be sought at the lowest level. The Inmate Grievances Policy shall guide staff on resolving inmate grievances

If the hunger strike remains unresolved, the Jail Chief Deputy may direct the appropriate staff to examine the inmate commissary purchases made in advance of the hunger strike, and to monitor commissary purchases made during the hunger strike. Additional staff should be directed to observe the cell area, including trash containers, of the inmates involved for evidence of food items purchased from the commissary and of food hoarding

# Policy 400 - continued

- 400.6 Response to Disturbances

Staff should attempt to minimize the disruption to normal facility operations caused by a disturbance by attempting to isolate the disturbance to the extent possible. Staff should immediately notify the Shift Supervisor or the Jail Chief Deputy of the incident. The Shift Supervisor or Jail Chief Deputy may direct additional staff as needed to resolve the disturbance

- 400.6.1 Notifications

The Shift Supervisor should notify the Jail Chief Deputy of the disturbance as soon as practicable. Based on the seriousness of the event, the Jail Chief Deputy should notify the Sheriff

- 400.6.2 Notification of Qualified Health Care Professionals

The Jail Chief Deputy or the authorized designee should notify the appropriate qualified health care professionals in order to review, coordinate and document medical actions based upon protocols and/or at the direction of the Responsible Physician

- 400.6.3 Reporting

The Shift Supervisor or Jail Chief Deputy should direct that an incident report be completed containing the details of the disturbance no later than the end of the shift. If appropriate, a crime report shall be initiated and the prosecution sought

# Policy 400 - continued

- 400.7 Riots

Riots occur when an unruly inmate(s) forcibly and/or violently take control or attempt to take control of any area within the confines of the jail. Staff should make reasonable attempts to prevent inmate-on-inmate violence but should take measures to avoid being engulfed in the problem, thereby exacerbating the situation

- 400.7.1 Response to Riots

Once the area of the disturbance is secured and isolated from other areas of the facility, time is generally on the side of staff. If possible, the process of quelling the disturbance should slow down in order for staff to develop response plans, to ensure there are adequate facility personnel to effectively take the required actions, and that responding staff are appropriately equipped with protective gear

Staff should evaluate their response given the totality of circumstances in any situation, but generally should not enter the space where a riot is occurring until sufficient staff members are present to safely suppress the riot. Nothing in this policy shall prohibit any staff member from assisting staff members who are being assaulted

All inmates who have participated in a riot shall be separated and secured as soon as practicable. If necessary, injured inmates shall receive a medical evaluation and treatment. If the injured inmate is medically cleared to remain in the jail, he/she will be reclassified and moved to appropriate housing

Other housing units must be secured, with sufficient staff remaining at their posts to continue to supervise the unaffected units. When the riot has been suppressed, all involved staff must immediately return to their assigned posts.

- 400.7.2 Qualified Health Care Professional Response

A supervisor or the authorized designee should notify the qualified health care professionals and identify a staging area for medical emergency responders and for medical triage should it appear to be necessary. The Responsible Physician or the authorized designee should be included in developing the response plan as it relates to the potential for a medical response, medical triage and treatment activities, and the safety and security of medical personnel during the incident

# Policy 400 - continued

- 400.7.3 Notifications

As soon as possible, the Shift Supervisor or a responsible staff member shall notify the Jail Chief Deputy, who in turn, shall notify the Sheriff

- 400.7.4 Reporting

The Jail Chief Deputy or Shift Supervisor shall direct that a report be written detailing the incident by the end of the shift. If appropriate, a crime report will also be prepared by the responsible law enforcement agency

- 400.7.5 Debriefing

All responding staff, including medical responders, shall be debriefed on the incident as soon as practicable after the conclusion of the emergency incident. Staff shall examine the incident from the perspective of what worked, what actions were less than optimal, and how the response to a future incident might be improved.

If appropriate, the details of the incident will be used to develop a training course for responding to facility disturbances. The goal of any debriefing process is continuous improvement. The debriefing should be focused on the incident and an improved response. A moderator should be used to ensure that no individual or group involved in the response is publicly ridiculed.

# Policy 400 - continued

- **400.8 Hostages**

The Department does not recognize the taking of hostages as a reason to relinquish control of the jail environment. All staff, inmates, visitors, volunteers, and contractors shall be informed of the “no hostage” policy prior to entering the facility for the first time and shall sign an acknowledgement, which the facility shall retain.

It is the policy of the Mason County Sheriff’s Office to use all available resources necessary to bring about a successful end to a hostage situation

- **400.8.1**

Control Room should immediately be notified at the earliest sign of a hostage incident. Control Room shall notify the Shift Supervisor and Jail Chief Deputy. The Jail Chief Deputy will notify the Sheriff as soon as possible

The Shift Supervisor or Jail Chief Deputy Shall make every effort to ensure that the hostage incident remains confined to the smallest area possible. All door controls accessible to the inmate shall be disabled. Emergency exits that lead outside the secure perimeter shall be guarded

- **400.8.2 Notification of Qualified Health Care Professionals**

At the direction of the Shift Supervisor or the authorized designee, the qualified health care professionals should be notified in order to identify a location and form a logistical plan for medical triage. The location also shall serve as a medical staging area for other medical emergency responders.

- **400.8.3 Hostage Rescue**

Communications with the hostage-taker should be established as soon as practicable. Hostage-taker demands for the staff to open doors will not be met. A hostage rescue team should be immediately summoned and the established protocols for resolving the situation shall be implemented. The Jail Chief Deputy and Sheriff should be consulted regarding decisions faced by the hostage rescue team.

- **400.8.4 Reporting and Debriefing**

Following the conclusion of a hostage incident, the Jail Chief Deputy should direct that an incident report be completed by the end of the shift. All aspects of the incident should be reviewed, focusing on the incident and the outcome, with the intent of using the incident as an opportunity for continuous improvement and to identify additional training or systemic changes that may be required.

# Policy 400 - continued

- 400.9 Escapes

Upon being made aware that an escape may have occurred, or did in fact occur from the jail facility, the staff member should immediately notify the Control Room Officer/Operator. The Control Room Officer/Operator should notify all staff members and the Shift Supervisor or Jail Chief Deputy. As soon as practicable, the Jail Chief Deputy should notify the Sheriff.

Once the escape is verified and immediate actions taken inside the facility (lockdown, etc.), the Control Room Officer/Operator should notify MACECOM to contact all local law enforcement agencies.

Should an inmate escape from the personal custody of a Corrections Officer, outside of the jail facility, that Corrections Officer should immediately notify the Control Room Officer/Operator and the Shift Supervisor. The Control Room Officer/Operator should notify the Communications Center for the area that the escape occurred.

Once notification has been made, the Correction Officer will pursue the escapee if the escapee was the only inmate in personal custody, or remain in place if other inmates are in personal custody, maintaining security of other inmates.

- 400.9.1 Inmate Counts

As soon as the facility is fully locked down, a full inmate/wristband count should be taken. All inmates who are outside of the secure perimeter of the facility (e.g., court, work details) should be located and identified. Any missing inmate should have his/her identify disclosed and his/her facility record be accessed by the Jail Chief Deputy

- 400.9.2 Search

Concurrent with the lockdown, the area surrounding the facility should be searched for the escapee. Areas where an inmate may be hiding or may have discarded jail clothing should be searched first. Any witnesses should be interviewed.

Corrections officers will develop a flyer with the inmate's name, description, the inmate's latest picture, charges, classification status, time of escape, and direction or method of escape, and supply it to the corrections staff, MACECOM, and local law enforcement. Local law enforcement should also be given the inmate's last known address and a list of his/her associates

- 400.9.3 Reporting

The Shift Supervisor or a designated staff member should submit an incident report to the Jail Chief Deputy. A crime report should also be written regarding the escape. The incident report should focus on events and physical plant weaknesses that contributed to the escape. The Jail Chief Deputy should review the reports, interview involved parties and develop actions plans to minimize the risk of future occurrences

## Policy 400 - continued

- 400.10 Civil Disturbances Outside of the Jail

Upon being notified that jail space will be needed in response to a civil disturbance involving mass arrests, the Shift Supervisor should notify the Jail Chief Deputy. The Jail Chief Deputy should make the determination regarding the magnitude of the event and whether it warrants notification of the Sheriff.

The size of the event may also require a lockdown, suspension of any programs that are not critical to jail operations, and/or implementation of alternate staffing plans. To accommodate the influx of inmates, the Shift Supervisor should develop a housing plan that will not adversely affect the safety and security of the facility. Program spaces, such as exercise yards, classrooms, and dayrooms, may be used to temporarily house a limited number of additional inmates.

In the event that the jail can no longer accept additional inmates without compromising the safety and security of the facility, mutual aid may be requested from allied counties.

# Policy 400 - continued

- 400.11 Review of Emergency Procedures

The Jail Chief Deputy should ensure that there is a review of emergency procedures at least annually. This review should be documented with reports submitted to the Jail Chief Deputy or the authorized designee within 10 days of the review for approval. This review should also include the signatures or initials of the facility staff responsible for the review. At a minimum, the review shall include:

- Assignment of persons to specific tasks in emergency situations
- Instructions in the use of the alarm systems and signals
- Systems for the notification of appropriate persons outside of the facility
- Information on the location and use of emergency equipment in the facility
- Specification of evacuation routes and procedures

- 400.12 Training

Staff shall be trained annually on this policy. This facility will provide emergency preparedness training as part of orientation training for all personnel assigned to the facility and for those who may be required to respond to the facility in an emergency. Staff shall also receive refresher training at least annually in the emergency response plans. The Training Supervisor is responsible for developing and delivering appropriate initial training and annual refresher training.

Emergency planning training should occur in the form of classroom instruction (or roll call training), mock practical exercises and drills. Each type of emergency covered in the emergency response plan must be included in the training.

A lesson plan, staff training sign-up sheet with the dates and the times training should be provided, and proof of competency (testing) for each participant should be maintained by the Training Supervisor.

The Training Supervisor shall forward an annual report to the Sheriff and Jail Chief Deputy on the status of emergency response plan training. Any training deficiencies identified in this report should be rectified within 90 days of the report. The facility emergency plan and all training shall be documented by the Training Supervisor and retained in accordance with established records retention schedules

# Policy 515 – Inmate Classification

- 515.1.1 Definitions

**Civil Detainee** – Any person held in custody for a reason other than for criminal matters

**Protective Custody (PC)** – *Voluntary and involuntary* – Corrections Staff may place an inmate on Protective Custody. Voluntary PC may be assigned when an inmate feels their safety may be in jeopardy while in general population. Involuntary PC may be assigned when no other means exists to assure an inmates safety. PC shall never be used as a disciplinary sanction.

**Administrative Segregation**- Corrections Deputies may recommend placement of an inmate on Administrative Segregation for aggressive behavior, continued disruptive behavior which interferes with the peace and orderly operation of the facility, are an escape risk, or are pending an investigation. A Shift Supervisor or above must approve placement of an inmate on Ad-seg. Ad-seg shall not be imposed if other means exist which are reasonable likely to accomplish the same goal. Inmates on ad-seg shall be on restricted housing status 22 hours per day (24 hours). In extreme circumstances of continually disruptive behavior, a Shift Supervisor may reduce the time out to 2 hours ever 48 hours or 2 hours every 72.

**Classification Committee** – Group will consist of a Classification Deputy, Dayshift Supervisor, Alternative Sentencing Deputy, Medical, Mental Health, and Jail Lieutenant

- 515.2 Policy

- All arrestees and detainees entering this facility will be processed to determine whether they will be housed in the facility, cited and released, released on their own recognizance (O.R.), or bail, or released back to the community through an appropriate release mechanism, including alternatives to incarceration programs, such as electronic supervision.
- It is the policy of this office to properly classify inmates according to security and health risks so that appropriate supervision, temporary holding and housing assignments may be made.

# Policy 515 continued

- 515.3 Classification Plan
    - The Jail chief Deputy or authorized designee should create and maintain a classification plan to guide staff in the processing of individuals brought into the facility. The plan should include an initial screening process, as well as a process for determining appropriate housing assignments (28 CFR 115.42). The plan should include use of an objective screening instrument, procedures for making decisions about classification and housing assignments, intake and housing forms and a process to ensure that all classifications and housing records are maintained in each inmate's permanent file. The plan should include an evaluation of following criteria:
      - Age
      - Sex
      - Current Charges
      - Behavior during arrest & intake process
      - Criminal & incarceration history
      - Mental & emotional stability
      - Potential risk of safety to others or self
      - Special management inmate status
      - Special needs assessment for vulnerable inmates
      - Behavioral or physical limitations or disabilities
      - Medical status
      - Level of sobriety at booking
      - Suicidal ideation
      - Escape history and degree of escape risk
      - History of assaultive behavior
      - The need to be separated from other classifications
      - Prior convictions for sex offenses against child or adult
      - Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender non-conforming
      - Previous sexual victimization
      - The inmate's own perception of his/her vulnerability
      - Whether the inmate is detained solely for civil immigration purposes
      - Whether the inmate is a foreign national and if so from what country
      - Prior acts of sexual abuse, prior convictions for violent offenses and history of prior institutional violence or sexual abuse, as known to the Office
      - Any other criteria as deemed appropriate by the Sheriff or authorized designee
- The plan should include a methodology for evaluating the classification process and a periodic review for the purpose of continuous quality improvement.***
- Information obtained in response to screening questions shall be considered confidential and shall only be made available to those who have a legitimate need to know (28 CFR 115.41)***

# Policy 515 continued

- 515.3.1 Inmate Response to Screening

Inmates may not be compelled by threat of discipline to provide information or answers regarding (28 CFR 115.41)

- Whether the inmate has a mental, physical or developmental disability
- Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming
- Whether the inmate has previously experienced sexual victimization
- The inmate's own perception of vulnerability

- 515.4 Initial Classification

The initial classification process is intended to identify predatory, violent and at-risk inmates. It should occur during the booking process to allow for appropriate supervision while an inmate is being temporarily held in this facility and until a decision and until a decision is made to place the individual into a more permanent housing assignment.

The booking corrections deputy shall complete the initial risk assessment. The initial assessment includes a place for the booking corrections deputy to make a housing determination. This determination should be based on the risk assessment, an assessment of the inmate's condition, and the inmate's interview responses during intake.

The initial risk assessment shall be placed in the inmate's file and provided to the classification corrections deputy, who will, within the limits of available resources, review the initial classification assessment to assure proper housing.

- 515.5 Reviews and Appeals

Once an inmate is classified and housed, he/she may appeal the decision of the classification corrections deputy. The appeal process shall begin at the first-line supervisor level. The decision by the supervisor may be appealed to the Classification Committee then Jail Chief Deputy or the authorized designee is final

- Inmates on Administrative Segregation
- Inmate appeals & review requests
- Classification overrides
- Housing requests from Corrections Staff
- Inmates Housed in PC
- Work detail override requests
- Mental Health & Medical

# Policy 515 continued

- 515.6.1 Separation

Male and female inmates shall be housed to ensure visual and physical separation. Protective custody inmates shall be housed alone, attend services and programs alone, have time out of cell alone, and are not allowed unsupervised contact with other inmates.

- 515.8 Restricted Housing

Restricted Housing is single-occupancy cells used to house the following categories of inmates:

- Maximum security
- Administrative segregation
- Severe medical disabilities
- Severe mental illness
- Sexual predators
- Any inmate with an elevated risk of being exploited or victimized by others
- Any inmate whose condition or status indicates a special need for single-occupancy housing

The classification supervisor shall notify the Jail Chief Deputy or the authorized designee when single-occupancy cells are not available for housing the above described inmates. In such cases, a risk assessment shall be used to identify inmates in the above categories who may be safely housed together.

# Policy 518 – Control of Inmate Movement

- 518.2 Policy

The Staff should be vigilant in the control and movement of inmates between areas within the facility and when transporting inmates outside the secure confines of the facility. Control may be by direct or indirect visual observation. All staff should consider all inmate movement as a high-risk activity. The staff should be aware of their surroundings at all times and take necessary steps to prevent the possession and exchange of contraband

- 518.3 Movement of Inmates

Movement of one or more inmates in the facility should be done in an orderly manner with inmates walking in a single-file line. Staff members should have situational awareness during the movement of inmates and should consider the design of the facility, areas of poor visibility and the presence of other inmates being moved. Staff shall position themselves in a way which prohibits inmates from being in a position of physical control over them. The staff should avoid areas where inmates may have access to contraband items.

Inmates should be restrained during movement based upon individual security classification, with higher risk inmates in handcuffs, waist chains and leg irons. An exception to this procedure is when an inmate has a physical disability where restraint devices may cause serious injury. Pregnant inmates shall be moved in accordance with the Use of Restraints Policy (RCW 70.48.500).

Whenever a high-security inmate is not able to be restrained, the staff should compensate by utilizing wheelchairs and should secure the inmate to the chair. It may also be necessary to increase the number of staff present to ensure the safe movement of high-security inmates.

The staff should be watchful in and around passageways and ensure the sally port doors are secured to prevent escape

# Policy 532 – Staff & Inmate Contact

- 532.3 General Contact Guidelines

Members are encouraged to interact with the inmates under their supervision and are expected to take prompt and appropriate action to address health and safety issues that are discovered or brought to their attention

All members should present a professional and command presence in their contact with inmates. Members shall address inmates in a civil manner. The use of profanity or derogatory comments, including any based on race, sex, age, personal appearance, or sexual identity is strictly prohibited.

Written communication (e.g., request forms, inmate communication, grievances, rule infraction forms, disciplinary reports) shall be answered in a timely manner. Such communication shall be filed with the inmate's records.

Members shall not dispense legal advice or opinions, or recommend attorney, or other professional services to inmates.

While profanity and harsh language are prohibited, the Office recognizes the necessity for staff to give inmates direction in a firm, determined and authoritative manner in order to maintain proper supervision and control. Authoritative directions to inmates may be appropriate when activities or events pose a threat to the safety or security of this facility.

- 532.4 Constitutional Matters

Members shall follow all United States and Washington Constitutional requirements pertaining to custodial situations; including, but not limited to, search and seizure, access to counsel and interview and interrogation.

# Policy 532 Continued

- 532.5 Anti-fraternization

Personal or other interactions not pursuant to official duties between facility staff and current inmates, inmates who have been discharged within the previous year, their family members or known associates have the potential to create conflicts of interest and security risks in the work environments

Members shall not knowingly maintain a personal or unofficial business relationship with any persons described in this section unless written permission is received from the Jail Chief Deputy

Prohibited interactions include, but are not limited to:

- Communications of a sexual or romantic nature
- Salacious exchanges
- Sexual abuse, sexual assault, sexual contact, or sexual harassment
- Exchanging letters, phone calls, or other similar communications, such as texting
- Exchanging money or other items
- Extending privileges, giving or accepting gifts, gratuities or favors
- Barter
- Any financial transactions
- Being present at the home of an inmate for reasons other than an official visit without reporting the visit
- Providing an inmate with the staff member's personal contact information, including social media accounts,.

# Policy 532 Continued

- 532.5.1 Exceptions

The Jail Chief Deputy may grant a written exception to an otherwise prohibited relationship on a case-by-case basis based upon the totality of the circumstance. In determining whether to grant an exception, the Jail Chief Deputy should give consideration to factors including, but not limited to:

- Whether a relationship existed prior to the incarceration of the inmate
- Whether the relationship would undermine security and order in the facility and the integrity of the supervision process.
- Whether the relationship would be detrimental to the image and efficient operation of the facility
- Whether the relationship would interfere with the proper discharge of, or impair impartiality and independence of, judgement in the performance of duty.

- 532.6 Reporting

Members shall promptly report all attempts by inmates to initiate sexual acts or any salacious conversations, and forward any correspondence from an inmate or former inmate to the Jail Chief Deputy or the authorized designee.

Members shall report all attempts by inmates to intimidate or instill feelings of fear to their supervisor

Members shall promptly notify their immediate supervisors in writing if:

- A family member or close associate has been incarcerated or committed to the custody of the facility
- The member is involved in a personal or family relationship with a current inmate or with an inmate who has been discharged within the previous year